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# Office of Security

## Trends and Highlights

AUGUST 1977

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P&M

DIRECTORATE

P&M

**STATINTL**

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## V. Training Activities

	<u>August 1977</u>	<u>YTD</u>
EOD Briefings	5	43
Miscellaneous Briefings	0	6
External Training Enrollments by OS Personnel	2	35
Enrollments in OS Training Courses	4	130
Enrollments in Agency Training Courses by OS Personnel	17	260

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2 September 1977

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MEMORANDUM FOR: Deputy Director of Security (P&M)  
FROM:   
Acting Chief, Security Records Division  
SUBJECT: SRD Productivity Data

Attached is a copy of the SRD Statistical Report -  
FY 1977, covering the period through August 1977.

STATINTL



Att

cc: C/PPG

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SECURITY RECORDS DIVISION - CASE PROCESSING FY-1977				
	PENDING BEGINNING OF MONTH	RECEIVED	PROCESSED	PENDING END OF MONTH
OCTOBER	210	2758	2862	106
NOVEMBER	106	3108	3090	124
DECEMBER	124	2701	2804	21
JANUARY	21	2960	2719	262
FEBRUARY	262	3094	3227	129
MARCH	129	2172	2209	92
APRIL	92	2176	2148	120
MAY	120	2106	2144	82
JUNE	82	2221	2214	89
JULY	89	2149	2134	104
AUGUST	104	2145	2166	83
SEPTEMBER				
TOTAL				

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SECURITY RECORDS DIVISION - COMMUNICATIONS ACTIVITIES											FISCAL YEAR - 1977	
	TELETYPE MESSAGES			DISPATCHES			CABLES				MANIFESTS	
	RECEIVED	TRANSMITTED	TOTAL	INCOMING	OUTGOING	TOTAL	INCOMING	OUTGOING	NON-AGENCY	TOTAL	INCOMING ITEMS	OUTGOING ITEMS
OCT.	1114	504	1618	64	32	96	788	322	956	2066	380	1679
NOV.	1255	510	1765	65	26	91	864	402	987	2253	461	2049
DEC.	1268	449	1717	55	25	80	872	326	947	2145	342	1687
JAN.	1235	482	1717	60	31	91	845	343	1105	2293	404	1520
FEB.	1384	463	1847	68	35	103	850	378	1063	2291	399	1837
MAR.	1795	564	2359	61	45	106	845	360	1825	3030	497	1987
APR.	1141	543	1684	66	36	102	747	365	1276	2388	411	1890
MAY	1118	540	1658	58	55	113	961	363	1097	2421	438	1862
JUN.	1287	471	1758	67	37	104	774	322	972	2068	454	1743
JUL.	1157	468	1625	68	13	81	761	291	1115	2167	407	1562
AUG.	992	620	1612	71	12	83	738	346	1125	2209	489	1614
SEP.												
TOTAL												

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SECURITY RECORDS DIVISION - FILING ACTIVITIES						FISCAL YEAR - 1977	
	FILES REQUESTED	FILES PULLED	FOLDERS FILED	FILES RECHARGED	DELINQUENT FILES	DOCUMENTS FILED	UNFILED DOCUMENTS
OCT.	15258	13461	15201	5010	41	7032	1500
NOV.	12810	11359	15417	4319	40	5567	1500
DEC.	10632	9353	15582	3067	564	6384	500
JAN.	11378	11129	17625	5527	570	1867	3500
FEB.	15454	12602	15972	6396	127	9946	2000
MAR.	15484	14666	19942	3814	85	10859	1500
APR.	12779	11239	13074	3021	520	6310	2500
MAY	11858	10277	12184	6692	225	6321	3000
JUN.	11125	9279	12119	4094	167	10300	1500
JUL.	14737	13346	15251	3232	119	8439	1000
AUG.	16347	14352	15380	3772	535	10875	200
SEP.							
TOTAL							

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SECURITY RECORDS DIVISION - RELEASE OF PERSONNEL SECURITY INFORMATION FISCAL YEAR - 1977										
	REQUESTS FROM OTHER AGENCIES				PERSONNEL SECURITY POSITIVE RELEASES				ACCREDITED AGENTS	AGENCIES REPRESENTED
	PENDING BEGINNING OF MONTH	RECEIVED	COMPLETED	PENDING END OF MONTH	CASES REVIEWED BY AGENTS	FILES SUBMITTED FOR COORDINATION	SECURITY RESPONSES	DDO/ISG RESPONSES		
OCT.	135	3014	3006	143	198	14	191	30	319	54
NOV.	143	2603	2617	129	211	16	220	30	320	54
DEC.	129	3006	2977	158	167	32	191	26	307	55
JAN.	158	2549	2332	375	223	16	184	28	325	55
FEB.	375	4269	4247	397	190	29	302	27	323	54
MAR.	397	4866	4841	422	324	33	341	43	321	54
APR.	422	3335	3163	594	279	43	282	25	323	55
MAY	594	3718	3830	482	266	34	254	17	322	55
JUN.	482	3713	3404	791	313	28	292	21	321	55
JUL.	791	3428	3566	653	267	37	255	18	331	55
AUG.	653	3959	3984	628	339	31	304	17	331	55
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TOTAL										

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SECURITY RECORDS DIVISION - ANALYSIS ACTIVITIES						FISCAL YEAR 1977		
	SECURITY CASES REVIEWED					PURGE ACTIVITY		
	PENDING BEGINNING OF MONTH	CASES RECEIVED	CASES ANALYZED	PENDING END OF MONTH	SUMMARIES PREPARED	FILES SELECTED FOR PARTIAL PURGING	FILES SELECTED FOR TOTAL PURGING	TOTAL FILES REVIEWED
OCT.	32	645	655	22	179	21	648	3082
NOV.	22	720	723	19	221	13	182	935
DEC.	19	576	570	25	177	3	417	1038
JAN.	25	560	549	36	131	18	862	1850
FEB.	36	663	678	21	197	14	297	1517
MAR.	21	722	719	24	213	7	206	1915
APR.	24	636	648	12	206	62	199	1677
MAY	12	648	653	7	157	75	493	1459
JUN.	7	624	621	10	169	31	1378	4898
JUL.	10	568	572	6	239	48	4293	14587
AUG.	6	479	475	10	161	10	2464	13103
SEP.								
TOTAL								

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SECURITY RECORDS DIVISION - MICROFICHE & RETIREMENT ACTIVITIES FISCAL YEAR - 1977										
	FILES SELECTED FOR TOTAL PURGING	FILES RETURNED TO SHELVES	FILES SELECTED FOR MICROFICHING	TOTAL FILES REVIEWED	PAGES MICROFICHED	FILES MICROFICHED	TOTAL FILES ON MICROFICHE	RETIRED FILES IN RECORDS CENTER	FILES RECALLED FROM RECORDS CENTER	FILES REACTIVATED FROM RECORDS CENTER
OCT.	25	680	579	1284	30973	650	82,365	248,723	160	30
NOV.	31	792	750	1573	40838	704	82,998	248,679	243	44
DEC.	0	560	607	1167	28948	538	83590	248,621	414	58
JAN.	5	600	527	1102	27020	545	84041	248,573	360	48
FEB.	12	546	585	1143	28896	660	84586	248,528	217	45
MAR.	15	1038	952	2005	38985	795	85395	248,453	384	75
APR.	10	692	783	1485	40656	729	86254	248,408	221	45
MAY	8	576	725	1309	40035	603	86794	248,370	201	38
JUN.	12	862	735	1609	34986	620	87303	248,350	202	20
JUL.	9	685	664	1349	28529	699	88033	248,260	264	90
AUG.	441	1555	876	2872	33045	809	88694	248,214	337	46
SEP.										
TOTAL										

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6 September 1977

MEMORANDUM FOR: Policy and Plans Group  
FROM :  25X1A  
Chief, Information Review Group  
SUBJECT : Status Report

During the month of August, the Information Review Group received 165 Privacy Act cases and closed 157. Pending at the end of the month was 115. During the same period, we received 10 Freedom of Information Act cases and closed 14. Pending FOIA at the end of the month was 25.

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8 September 1977

MONTHLY HIGHLIGHTS REPORT  
Special Security Center  
August 1977

25X9

1. The Compartmented Information Branch (CIB) during August deleted 1,729 names from the SPECLE Computer and added 1,611 names bringing the total number of names in SPECLE II [REDACTED] at the end of August 1977. There were 2,089 cable actions conducted by CIB personnel. Fifty-one hardcopy computer reports and seven microfiche were supplied to various Intelligence Community customers during August.

2. Two Hundred Sixty-Six briefings were given to 140 CIA employees. In addition, 154 briefings were presented to 73 non-CIA personnel, as follows:

<u>U.S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
WH/OMB	5	11
WH/XXX	3	8
WH/OSTP	6	16
IC	12	43
DEA	5	6
ERDA	1	6
JUSTICE	5	13
USIA	3	4
USDA	4	8
COMMERCE	6	13
GSA	4	8
WH/STR	2	2
SSCT	2	6
COMMERCE/NOAA	1	2
INTERIOR	1	2
GSA/NARS	2	2
House International Relations Committee	2	4

E2 IMPDET  
CL BY: 063491

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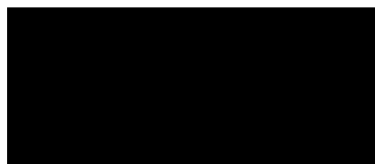
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Contractors - August

People

Briefings

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5	10
2	4
1	2
1	2

3. Nine Agency personnel were accredited as Emergency Codeword Couriers.

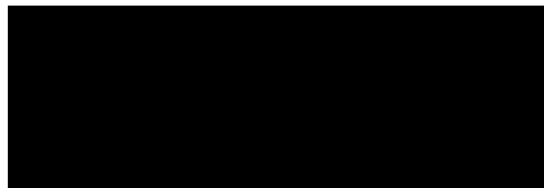
4. During August action affecting the SCI accreditation of the following organizations were processed: (S)

a. CIA

DDS&T/OTS  
Room 2, East Building

b. CIA Contractors

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c. Other NFIB Members

Asst. Secry of the Air Force (RD&L)  
The Pentagon Building

U.S.S. "Dwight D. Eisenhower"

Naval Intelligence Support Center  
Suitland, Md.

DOD - SAGA  
The Pentagon Building

Shaw Air Force Base  
Sumter, S.C.

OSD General Counsel  
The Pentagon Bldg.

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c. Other NFIB Members (Continued)

902nd MI Group  
The Pentagon Building

HQ INSIG  
Fort Bragg, N.C.

U.S. Naval Postgraduate School  
Monterey, California

USAREUR  
Heidelberg, FRG

Naval OT&E Force Detachment  
Sunnyvale, California

Chief of Naval Operations  
The Pentagon Building  
Arlington, Virginia

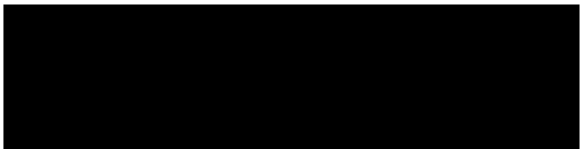
d. Non-NFIB Agencies:

House Permanent Select Committee on Intelligence  
The Capitol Building

Nuclear Regulatory Commission  
Silver Spring, Maryland

Camp David  
Catocin National Park, Md.

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Chief  
Special Security Center

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INFORMATION SYSTEMS SECURITY GROUP

SIGNIFICANT ITEMS

AUGUST 1977

1. Two members of Information Systems Security Group met with the Chief, Systems Group, DDO and explained the Agency wide computer "risk analysis" currently being sponsored by this Office. The preliminary method of conducting the "analysis" in terms of DDO applications was discussed and the Chief, Systems Group pledged his support towards this endeavor.

2. Top Secret Control: (a) Assisted the Office of Personnel in its current inventory of Top Secret holdings. (b) Met with the DDO/TS Control Officer to discuss various aspects of their Top Secret Control program and made several recommendations, including initiating DDO wide inventory. (c) The inventory of the DDA's Top Secret holdings was also initiated.

3. Continued to provide support to the ODP Security Officer by the assignment of one Information Systems Security officer on a full time basis.

4. Information Systems Security Group began publication of their "Notes and Guidelines" pertaining to computer security and many favorable responses were received.

5. An Information Systems Security Group representative was designated as ISSO for Project SAFE during the month per a letter of understanding between the Director of Security and the Director of Data Processing. This individual joined the SAFE Staff and began phasing into the work by participating in the final evaluation of proposals prior to awarding of two parallel design contracts.

6. The Chief, Information Systems Security Group attended the Advanced Intelligence Seminar. Another representative of ISSG attended the Managerial Grid course.

7. ISSG personnel provided advice and guidance regarding computer security requirements to the IC Staff

STATINTL location at [REDACTED]

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PSI

DIRECTORATE

PSI

Monthly Activities of the PSI Directorate  
(August 1977)

Clearance Division Activity

Total Cases Received	1573
Total Field Cases Received	718
Total Cases Processed	1709
Total Field Cases Processed	731
Total Cases Pending	2798
Total Field Cases Pending	1581

Field Office Investigative Assignments

Total Received	1292
Total Completed	1200
Total Pending	1827

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2866
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1617
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Polygraph

Overt     264 (132 - fav.; 132 - note)

Covert     51

RIP        103

Total	418
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OFFICE OF SECURITY

# TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of AUGUST 19 77

1. PROCESSING TIME (For* <u>194</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS in INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	52.0	4	9.7	59.1

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

\*This figure does not include \_\_\_\_\_ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of \_\_\_\_\_ CASES.

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 10S FIELD CONSOLIDATED STATEMENT OF CONDITION

MONTH  
August

YEAR  
1977

STATUS OF FIELD ASSIGNMENTS		TOTAL								
PENDING BOM	ALL	1735	110	133	-	415	113	187	257	520
	APPLICANT	252	19	38	-	16	22	26	17	114
RECEIVED	ALL	1292	75	127	-	181	105	156	129	519
	APPLICANT	341	30	43	-	29	47	58	26	108
COMPLETED	ALL	1200	97	138	-	243	86	128	153	355
	APPLICANT	306	29	49	-	22	34	32	23	117
PENDING EOM	ALL	1827	88	122	-	353	132	215	233	684
	APPLICANT	287	20	32	-	23	35	52	20	105

## AGE OF ASSIGNMENTS

PENDING 60 DAYS OR MORE	APPLICANTS	4	-	-	-	-	2	-	-	2
	COVERT AND OTHER OVERT	466	16	11	-	158	41	36	97	107
AVERAGE NO. OF DAYS TO COMPLETE	APPLICANTS	26.3	23	27	-	23	25	33	23	30
	COVERT AND OTHER OVERT	52.1	50	37	-	59	45	65	66	43
PENDING OFFICE OF ORIGIN CASES	TOTAL OVERT AND COVERT	-	-	-	-	-	-	-	-	-
	PENDING 60 DAYS OR MORE	-	-	-	-	-	-	-	-	-

## PERSONNEL Agents Assigned

102 9 13 - 16 8 17 9 30

AGENTS AVAILABLE	INVESTIGATIONS	64.8	8.4	9.4	-	7.9	5.8	15.1	5.9	12.3
	SUPPORT	14.2	.6	.6	-	2.1	1.2	1.9	2.1	5.7
	LIAISON	12	-	1	-	-	-	-	1	10
	TOTAL	91	9	11	-	10	7	17	9	28
CORRESPONDENT ASSIGNMENTS	COMPLETED	126	2	-	-	21	3	8	31	61
	PENDING EOM	236	-	-	-	35	7	18	27	149

## AGENT PRODUCTION

COMPLETED PER AGENT (Based on agents available for investigation)	INCLUDING COMPLETIONS BY CORRESPONDENTS	19.4	11.5	14.7	-	30.8	15.0	8.5	26.0	29.0
	EXCLUDING COMPLETIONS BY CORRESPONDENTS	17.3	11.3	14.7	-	28.1	14.3	8.0	21.0	24.0
PENDING PER AGENT (Based on average agents on support in previous year)	INCLUDING PENDING BY CORRESPONDENTS	28.6	10.5	13.0	-	44.7	22.7	14.2	39.5	55.6
	EXCLUDING PENDING BY CORRESPONDENTS	25.3	10.5	13.0	-	40.2	21.5	13.1	35.0	43.5

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OPERATIONAL SUPPORT MANHOURS	TOTAL								
A. COVERT SITES	3	-	-	-	-	-	-	-	3
B. COVER SUPPORT	45	3	-	-	-	-	15	12	15
C. CUSTODIAL	387	-	-	-	-	-	-	-	387
D. ESCORT	188	15	-	-	-	-	108	-	65
E. LETTER DROPS	1179	92	110	-	106	184	229	55	403
F. SPECIAL INQUIRY	55	-	-	-	4	-	-	40	11
G. SPECIAL PROJECTS	75	-	-	-	-	-	-	-	75
H. SURVEILLANCES	16	-	-	-	-	-	-	-	16
I. MISCELLANEOUS	918	15	10	-	317	60	28	318	170
TOTAL	2866	125	120	-	427	244	380	425	1145
AGENT EQUIVALENT (200 hrs = 1 Agt; DFO-250)	14.2	.6	.6	-	2.1	1.2	1.9	2.1	5.7
PENDING LETTER DROPS Support Assgmts. Closed	94	6	2	-	5	12	15	7	47

STATUS OF NAME CHECKS

PENDING BOM	1629	-	44	-	-	-	-	-	6	1579
RECEIVED	6150	-	113	-	-	-	-	-	6	6031
COMPLETED	6098	-	110	-	-	-	-	-	10	5978
PENDING EOM	1681	-	47	-	-	-	-	-	2	1632

CONTRACT PERSONNEL

NUMBER UNDER CONTRACT	CORRESP.	1	2	-	6	2	2	12	15
	STENO.	1	2	-	2	6	4	2	6
\$9125.00 COMPENSATION PAID \$3697.10 /	CORRESP.	-	-	-	1725	-	925	2550	3925
	STENO.	-	559.30	-	-	374.40	510.95	667.25	1,585.20

DICTIONATION AND TYPING BACKLOG AS OF  
(Cases closed 90 days or more)

NOT DICTATED	796	135	20	-	80	168	76	95	222
DICTATED BUT NOT TYPED	1558	8	40	-	148	87	174	678	423

PTOS  
DIRECTORATE

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PhySD Monthly Report AUGUST 1977 (Continued)

	Monthly	Cumulative Total FY-77
Advice and Guidance	102	807
Security Violations Program		
Investigated Domestically	86	741
Domestic Charged	44	417
Overseas, Correlated/Charged	17	136
Briefings	0	3
Investigations	7	46
Support Activities	1	40
Special Projects or Assignments	7*	100

3. HEADQUARTERS ACTIVITIES (C)

Security Duty Office		
Incidents Involving Written Reports	53	699
Security Assistance Cases	1,959	19,732
Security Inspections of Agency		
Facilities	445	3,537

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Security Services Section		
Security Equipment Service Calls	874	10,447
Special Support Assignments/Man-hours	236	2,995
██████████ Escort Assignments	1,474	12,488
Classified Escort Assignments/Man-hours	19	718

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4. SAFETY ACTIVITIES (U/AIUO)

Safety Surveys	14	40
Man-hours	259	1,162
Special Safety Inspections	2	133
Man-hours	8	225

\* Industrial Security Task Force - 120 manhours.

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PhySD Monthly Report AUGUST 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	<u>1</u>	<u>11</u>
Accident Reports Processed	<u>82</u>	<u>638</u>
Analytical and Statistical Reports Prepared	<u>1</u>	<u>9</u>
Training Given		
Formal Full-time Programs	<u>0</u>	<u>6</u>
Number of Students	<u>0</u>	<u>88</u>
Student Man-days	<u>0</u>	<u>383</u>
Briefing Sessions		
Number of Sessions	<u>5</u>	<u>140</u>
Number of Attendees	<u>171</u>	<u>8,974</u>
Student Man-hours	<u>171</u>	<u>9,872</u>
Special Programs	<u>0</u>	<u>3</u>
Number of Attendees	<u>0</u>	<u>3,186</u>
Safety Literature Distributed	<u>2,813</u>	<u>38,568</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>0</u>
Support Actions	<u>16</u>	<u>272</u>
Fire Drills	<u>0</u>	<u>3</u>

5. Physical Security Division Travel (C)

Man-days on Overseas TDY	<u>91</u>	<u>781</u>
Man-days on Domestic TDY	<u>12</u>	<u>298</u>
Total Man-days on TDY	<u>103</u>	<u>1,079</u>

6. Physical Security Division Training (U)

Man-hours Receiving Training	<u>192</u>	<u>2,883</u>
Man-hours Conducting Training	<u>31</u>	<u>1,388</u>

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**25X1A**

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
3. <u>BRIEFINGS AND SERVICES</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>4</u>	<u>63</u>
Personnel Briefed	<u>81</u>	<u>1,273</u>
<u>Training</u>		
Personnel Trained in Security (Locks, Safes, Etc.)	<u>4</u>	<u>132</u>
25X1A Personnel Trained in [REDACTED]	<u>6</u>	<u>63</u>
Man Hours Spent in Training	<u>112</u>	<u>1,017</u>
<u>Procurement</u>		
Material Requisitions Initiations	<u>13</u>	<u>197</u>
Dollar Value of Procurements Initiated	<u>\$12,221</u>	<u>\$927,749.80</u>
4. <u>ENGINEERING AND PLANNING</u>		
Liaison Meetings with Other Agencies	<u>3</u>	<u>19</u>
R&D Contracts Followed	<u>13</u>	<u>17</u>
Dollar Value of Contracts in R&D	<u>#971K</u>	<u>\$1,192K</u>
Technical Security Division Contracts Monitored	<u>8</u>	<u>15</u>
Dollar Value of Technical Security Division Contracts	<u>\$818.2K</u>	<u>\$1,608K</u>
Visits with Contractors	<u>5</u>	<u>34</u>
5. <u>INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	<u>3</u>	<u>26</u>
Number of Students	<u>14</u>	<u>170</u>

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	<u>Monthly</u>	<u>Cumulative Total FY 77</u>
Weeks of Special Training	<u>0</u>	<u>0</u>
Number of Students	<u>0</u>	<u>0</u>
6. <u>TECHNICAL SECURITY DIVISION</u>		
Man Days on Overseas TDY	<u>144</u>	<u>1529</u>
Man Days on Domestic Duty	<u>17</u>	<u>228</u>
Total Man Days on TDY	<u>161</u>	<u>1757</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>24</u>	<u>268</u>
Man Days in External Training	<u>0</u>	<u>11</u>
8. <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>11</u>	<u>413</u>
Man Hours Providing Logistical Support	<u>0</u>	<u>4235</u>

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